

**REIMBURSABLE DETAIL**  
**Center for Tobacco Products**

The Center for Tobacco Products (CTP), Office of Science (OS), Immediate Office Science (IO) is offering a Detail opportunity with Unclassified Duties (Supervisory Program Analyst), GS 0343-14. Applicants at the GS-14 level are encouraged to apply. The Detail is available immediately for a period of 120 days. PHS Commissioned Corps Officers may apply (O5).

**Bargaining Unit Status:** Bargaining Unit Position

**Position:** Unclassified Duties

**Office Location:** FDA  
Center for Tobacco Products  
Office of Science  
11785 Beltsville Drive  
Beltsville, MD 20705

**Opening Date:** **April 27, 2020**

**Closing Date:** **May 1, 2020**

**Area of Consideration:** **CTP/OS**

The CTP, OS, IO offers a fast-paced, dynamic environment and an opportunity to work with dedicated, energetic people who want to make a difference to improve public health. The position is ideal for someone who wishes to play a critical role in the organization and would enjoy the challenge of handling a variety of fast-paced and high-impact assignments.

**Duties Include:**

The incumbent performs Unclassified Duties (Supervisory Program Analyst) is responsible for supporting broad administration and programmatic direction.

The incumbent performs a number of duties as described in the following:

- Supervise a team of liaisons on all recruitment processes for the Office.
- Re-design the Office's role in recruitment processes.
- Spearhead development of tools, systems, Standard Operating Procedures, metrics and other resources to maximize clarity and understanding of available supporting documents.
- Oversee the redesign of roles and responsibilities and education around those;
- Cultivate and nurture key stakeholder relationships to maximize impact of efforts.
- Advises leadership on policy directives and guidance to the Office Director and Division Directors pertaining to administrative management, which includes human resources management in OS.

- Oversees, coordinates, and provides effective coordination/communication as the senior office liaison with the other offices. Keeps staff and management abreast of changes to procedures and processes with regards to personnel and general office policies.
- Oversees management tracking reports to inform status of progress toward meeting goals and demonstrating accomplishments in various operational areas, adequacy of existing versus new programs, and effective resource management. Responsible for the administrative works related to personnel action items.
- Develops strategies for maintaining a strong customer service orientation which provides quality services in a timely manner. Reviews and evaluates established program policies and procedures to help identify gaps.
- Project manages myriad data calls.
- Develops reports for management.
- Performs special assignments and projects on behalf of the supervisor.
- Performs other duties as assigned.

**Desired Knowledge and Skills:**

- Mastery knowledge of planning, programming, management principles and practices to monitor and control FTE resources.
- Ability to manage projects and resources, the ability to meet project goals, and skill in planning and organizing the work of project teams to accomplish a variety of concurrent activities.
- Knowledge of Office administrative management and human capital policies and priorities of significance to the Center and Agency.
- Excellent analytical tools and techniques which enables incumbent to analyze and evaluate the efficiency and effectiveness of programs.
- Excellent organizational and project management skills.
- Strong collaboration skills.
- Excellent oral and written communication skills.

**Application Procedure:**

Supervisory concurrence should be obtained before you apply to this Detail. The Detail opportunity is open to all qualified candidates at the GS-14 grade level or Commissioned Corps Officers (O5).

Interested applicants should submit a copy of their resume, most recent copy of SF-50, and statement of interest via email to:

Rebecca Martin  
 Program Analyst  
 Office of Management, Center for Tobacco Products, FDA  
[Rebecca.Martin@fda.hhs.gov](mailto:Rebecca.Martin@fda.hhs.gov)

Detail is reimbursable.  
Travel Expenses will not be paid.

**Candidates must express interest by May 1, 2020.**

**\*This is not an official vacancy announcement under the Merit Promotion System**